

**Statewide RFA Technical Assistance Calls
Meeting Minutes**

Date: July 5, 2017	Time: 1:30 pm – 2:30 pm	Location: Conference Call Conference Line: 877-873-8017 Participant Code: 5396369
County TA Questions	CDSS Response	Action Item
1) Is an emergency placement at the time of the initial removal from biological parents or a 7-day notice from placement?	Both. It can be at the time of the initial removal from the biological parents or when there is a placement disruption.	
2) How do we assess an applicant living on a property where there are several units with same address?	An assessment should include an evaluation of the type of contact with the applicants and children who could be placed in the home. Based on that evaluation, it should be determined if they need to fingerprint or not.	
3) A husband and wife submitted an application to the county. The wife left the county with a message saying they would like to continue but for the husband's name to be removed due to his resistance. Can a husband and a wife decide who can be a primary? The county has yet to contact the applicant(s) for clarification on the message.	Yes, the applicants can decide who will be the applicant/primary caregiver. In this case, the husband will not be cleared for adoption/guardianship and he will not complete/participate in the pre-approval/annual trainings. However, the husband needs to be assessed during the psychosocial as if he was another person in the home.	
4) Following along Q3, Would the husband and wife submit a new application or can they make edits to their submitted application?	The request should be documented (such as in the written report) that this incident occurred. The applicant, who wants to be removed from the application, can strike through and initial their information and signature in the applicant section and add it to the other adults residing in the home section.	
5) Following along Q3/Q4, Should the husband be the one to ask to be removed or would the county accept a new application or revised application based on the wife's request?	There would need to be a conversation with the husband and wife to verify that there was an agreement for the husband to be removed.	
6) Is consent for DMV check a verbal or written consent?	For now, it can be either a verbal or written consent for the applicant(s) to be aware of this check. Each county has a different way of obtaining consent and obtaining the DMV results. Some counties will have the applicant provide the results while some will directly request the results.	
7) Is the RFA-03 an equivalent for a CAP?	The RFA-03 is a home assessment. The CAP will need to be documented in different document.	

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8) When do we send the RFA conversion form to the applicant? And is there a time limit after the form is sent to them?	When counties send the RFA conversion form to the applicants will vary amongst counties for when the county is ready to begin conversion. There is no time limit once the conversion application is sent to the families.	
9) We do not have access to the old LAARS database even though we were told we would.	The old LAARS database is functioning. If counties continue to experience difficulty logging in, please contact RFA@dss.ca.gov	
10) What is the difference between withdraw and denial?	If a family is not turning in paperwork or not communicating with the county, the county could withdraw the application. This can be completed by the social worker after several attempts to notify and work with the applicant(s). Counties should make sure that the applicants understand that their application could be withdrawn and maybe include a timeline of when this could happen. Best practice is to send written communication to the family notifying them, if they do not respond to the worker, their application will be considered withdrawn. A denial would be based on the applicant(s) not meeting the requirements for RFA.	
11) There is an issue with the possibility that respite care providers could lose their license on 12/31/2017 if the new respite care provider requirements do not become effective until 1/1/2018.	The effective date for forfeiture of license is on the same day as the effective date of the new respite care provider requirements, 1/1/2018, not 12/31/2017.	

Misc.

- Training opportunities:
 - Statewide Due Process Training
 - Please email the RFA mailbox for more information.
 - Sacramento: July 17th—at full capacity but webinar is still available
 - San Jose: August 24th
 - Riverside: September 20th
 - Redding: October 12th
 - Sacramento: November (exact date TBD)
 - Statewide Background Assessment Guide (BAG) Training
 - Due to room capacity, please attend in your respective region. Counties in their respective region will be given registration priority.
 - About a dozen counties have yet to register, however capacity is starting to fill up.
 - Webinar will not be available.
 - Sacramento: August 4th—at full capacity
 - Riverside: August 22nd
 - Oroville: September 12th
 - San Jose: September 26th

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- Please email Charm.Lee@dss.ca.gov for more information.
- On Saturday July 8th, there will be a code drop in CWS/CMS regarding a new NFREM guardian and NFREM nonguardian field and counties will now have the ability to end date a resource family home.
- The RFA 809 that is currently in draft format is only for post-approval usage even though applicant is listed as a category on the form. The Written Directive instructs the form for post-approval usage only.
- Please review AB 404 for more information regarding respite care and conversion. The bill has not yet been chaptered and when it does, it will become effective 1/1/2018. The respite ACL will be released after AB 404 is chaptered.
- Five counties have yet to submit their administrator access form for LAARS.

Next Meeting: August 2, 2017, 1:30 pm – 2:30 pm